

MCAAP Military Affairs (MA) Range Clearance Check Sheet

1. Call Military Affairs Office at extension 6385 one hour prior to anticipated clearance time for Range Inspector. MA Office POC will clear unit from range using the following checklist.

Standard	Range Officer Initials
a. Remove old paper targets from all frames and place in paper dumpster.	
b. Repair any broken target frames/legs and place all repaired target frames in proper rack.	
c. Carry all trash, edible garbage, etc. in bags and place in the dumpster behind building 29.	
d. Police range area of all brass, paper, etc.	
e. Police cans, bottles, cups, paper or other trash on Ridge Road from range area to "C" Tree Road (main road from Main Gate).	
f. Police cigarette butts and all trash from around Range House, brush areas, and parking area.	
g. Sweep Range House and empty trash containers.	
h. Empty trash cans on all range firing areas.	
i. Cover range sign at Range Gate entrance and flags removed.	
j. Range sign at West Gate on Road Six coved and flag removed.	
k. Open Ridge Road Gate and close sign.	

2. MA Office Points of contact:

a. _____ Office Telephone: _____

QTRS Telephone: _____

b. _____ Office Telephone: _____

QTRS Telephone: _____

3. Range area cleared by MCAAP MA Officer:

(Name)

(Date/Time)